

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 8, 2016

PAYROLL LETTER #16-002
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel/Payroll Services Division

RE: **FORM STD. 607 PROCESSING FOR ACCURATE SCHEDULE 8/7A**

PLEASE SHARE THIS INFORMATION WITH THOSE INDIVIDUALS WHO PREPARE AND SUBMIT FORM STD. 607 - CHANGE IN ESTABLISHED POSITIONS. KNOWLEDGE OF THIS INFORMATION IS CRITICAL.

The State Controller's Office (SCO) requests your assistance in the timely submission of forms STD. 607. To ensure that this year's Schedules 8/7A accurately reflect your positions you must meet the following timeframes:

- SCO must receive all individual forms STD. 607 and STD. 607 packages, including correcting documents, on or before June 2, 2016.
- SCO must receive all forms STD. 607 listings for reorganizations effective July 1, 2016 on or before June 9, 2016. SCO will release the annual reorganization letter with completion instructions in May.

FORMS STD. 607 NOT RECEIVED BY THE ABOVE DATES MAY RESULT IN INNACURACIES ON THE SCHEDULES 8/7A WHICH MAY REQUIRE EXTENSIVE MANUAL RECONCILIATION DURING SUBSEQUENT PHASES OF THE BUDGETARY PROCESS. PLEASE ALLOW AMPLE TIME FOR DEPARTMENT OF FINANCE APPROVAL, IF REQUIRED.

- Note: DO NOT submit any forms STD. 607 that you do not want reflected on this year's Schedule 8/7A before July 1, 2016.

SCO appreciates your cooperation with meeting these timelines. If you have any questions regarding this information, please contact Position Control Unit at (916) 323-4928 or (916) 322-4702.

DS:LA:OPS